NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING SUMMARY

October 10, 2014
9:00 AM - 1:00 PM
Jim West Regional Transit Center
Board Room

Below is a summary of the actions taken by the North Central Regional Transit District's Board of Directors on the above date. This is not an official transcript of the meeting.

CALL TO ORDER:

A regularly scheduled meeting of the North Central Regional Transit District's Board of Directors was called to order on the above date at 9: 28 a.m.

ROLL CALL:

Ms. Lucero called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County	*Councilor Pete Sheehey*	
Rio Arriba County	*Commissioner Barney Trujillo (Telephonically)*	
Taos County	*Commissioner Daniel Barrone*	
Santa Fé County	*Commissioner Miguel Chavez*	
Nambé Pueblo	*Absent*	
Pojoaque Pueblo	*Tim Vigil*	
Ohkay Owingeh	*Absent*	
San Ildefonso Pueblo	*Lillian Garcia*	
Santa Clara Pueblo	*Absent*	
Tesuque Pueblo	*Absent*	

City of Santa Fé		*Jon Bulthuis*
City of Española	*Absent*	
Town of Edgewood	*Councilor Chuck Ring*	
Rio Metro (ex officio)	*Elizabeth Carter*	

Staff Members Present

Mr. Anthony J. Mortillaro, Executive Director
Ms. Glenda Aragon, Finance Director
Ms. Dalene Lucero, Executive Assistant
Ms. Stacey McGuire, Project and Grants Specialist
Mr. Michael Kelly, Transit and Facilities Operations Director
Mr. Jim Nagle, Public Information Officer

Others Present

Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. Ardee Napolitano, Rio Grande Sun
Ms. Lisa Katonak, Santa Fe County Manager's Office
Mr. Robert Griego, Santa Fe County Planning Manager
Mr. Scott Perkins, Wilson and Company

APPROVAL OF AGENDA:

Commissioner Barrone asked that the agenda be amended to move Agenda Item A after Agenda Item F. Commissioner Chavez made a motion to approve the agenda as amended. Mr. Vigil seconded the motion and it passed by unanimous voice vote (7-0).

APPROVAL OF MINUTES – September 5, 2014

[Councilor Ring entered the meeting.]

Commissioner Chavez made a motion to postpone approval of the minutes until the meeting held on November 11, 2014. Mr. Vigil seconded the motion and it passed by unanimous voice vote (8-0).

PUBLIC COMMENTS:

There were none.

PRESENTATION ITEMS:

A. Presentation of AVL/CAD System

[The agenda was amended moving this item after Agenda Item F.]

The NCRTD has undertaken a very impressive and forward-thinking project to implement an Intelligent Transportation System (ITS) throughout its operations and fleet. The implementation of ITS will allow the NCRTD to be more responsive in its day-to-day operations, be more pro-active in its route and schedule planning, improve safety of riders and Staff alike, and it will ultimately allow the rider to use real-time passenger information to maximize usage of the NCRTD and the service it provides.

Throughout this Project, we have seen many milestones achieved, and plan to continue growing in our understanding of the Intelligent Transportation System and its functions and capabilities. As demonstrated in the PowerPoint, we are currently in the 'Use' phase: we are receiving ongoing training, getting our feet wet, and beginning to use the system and explore the ways in which we can maximize and utilize the system to its fullest. As we become more familiar and comfortable with the system and begin to better 'Understand' its capabilities, we expect to grow leaps and bounds in our abilities to maximize the information provided. Ultimately, we look forward to being able to use the Intelligent Transportation System to truly 'Transform' the way we provide transit service to the communities of North Central New Mexico.

[This item was for discussion only. No action was required on this item.]

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

B. Discussion and Consideration of Contract Award for the TAP/ADA Transition Plan

It was recommended that the Board approve the NCRTD evaluation committee's recommendation of Wilson & Company as the most qualified respondent to the TAP ADA Transition Plan RFP. The recommendations of the NCRTD Board and Staff will be brought to NMDOT for final approval of Contract Award.

Commissioner Chavez made a motion to approve staff's recommendation as presented. Mr. Bulthuis seconded the motion and it passed by unanimous voice vote (8-0).

C. Discussion and Review of §5311 Sole Source Bus Procurement for Fiscal Year 2015

At this time the District desires to purchase one MV-1 ADA low floor minivan for $55,362.00, which will replace an aging paratransit minivan that has exceeded its useful life in transit service.

It was recommended that the Board authorize the Executive Director to purchase 1- MV-1 ADA accessible minivan that would meet FTA vehicle procurement requirements and the District's procurement policy as a sole source purchase in the amount of $55.362.00.

Commissioner Chavez made a motion to approve staff's recommendation as presented. Commissioner Trujillo seconded the motion and it passed by unanimous voice vote (8-0).

D. **Discussion and Consideration of Memorandum of Agreement with the Pueblo of Santa Clara for Fiscal Year 2012 Tribal Funding from the Federal Transit Administration**

The NCRTD applied on behalf of Santa Clara Pueblo for FY2012 Public Transportation on Indian Reservations Program funds to support the continuation of existing services. Santa Clara Pueblo, as the direct recipient of said funds, has determined that the $140,000 is to be sub-allocated to the NCRTD to support existing transit services. The MOA attached hereto reflects the agreement made between the two entities and has been approved by both NCRTD and Tribal legal. The MOA put forth has been reviewed by FTA, and at its request, an electronic link to the FTA Master Agreement is to be included under Section 23.

It was recommended that the Board approve the MOA and authorize the approval of an amended MOA as anticipated related to the electronic link as well as any other modifications that are not of a substantive nature as determined by the District's Legal Counsel and authorize the Chair to sign the same.

Mr. Vigil made a motion to approve staff's recommendation as presented. Councilor Sheehey seconded the motion and it passed by unanimous voice vote (8-0).

E. **Discussion and Consideration of Memorandum of Agreement with the Pueblos of Santa Clara, San Ildefonso, Tesuque and Pojoaque for Fiscal Year 2014 5311(c) Tribal Transit Funds**

The NCRTD applied on behalf of its authorizing Member Pueblos for FY2014 Tribal Transit Program funds to support the continuation of existing services. The TTP funding allocation is based off of the information provided within the NTD reports that the NCRTD completes on behalf of the Pueblos. For FY14, TTP funding allocations for NCRTD Tribal Members (as submitted by NCRTD) were as follows:

- Pojoaque Pueblo- $38,557
- Pueblo de San Ildefonso- $41,232
- Pueblo of Santa Clara- $119,656
- Tesuque Pueblo- $45,433

Each Pueblo, as the direct recipient, has the choice as to how it would like to utilize said funds. Based on the decision made by each Pueblo, if it is determined that the Pueblo will sub-allocate the TTP award to the NCRTD, an MOA is required. The MOAs attached hereto reflects the agreement made between the two entities and has been approved by both NCRTD and Tribal legal. The MOA put forth has been reviewed by FTA for content. If any significant substantive

changes to the MOA are needed, the changes will be brought to the Board for approval.

It was recommended that the Board approve the MOA as well as any future modifications that are not of a substantive nature as determined by the District's Legal Counsel and authorize the Chair to sign the same.

Mr. Vigil made a motion to approve this item as presented. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (8-0).

F. Discussion and Consideration of Memorandum of Understanding between Los Alamos County and North Central Regional Transit District for annual funding allocation

This annual funding allocation from Los Alamos County to the NCRTD is essential in providing the funds for the federal matching contributions, operational costs and capital for regional transportation that the District provides. These funds are also utilized to provide for mid-day service to Los Alamos County. As of this date the NCRTD will have received $5,950,000 from Los Alamos County over the last seven years. Five hundred thousand dollars ($500,000) of the funds received from Los Alamos County were placed in a restricted revolving fund for operating and capital needs.

It was recommended that the Board authorize the chairman to execute the MOU as presented.

Mr. Bulthuis made a motion to approve staff's recommendation as presented. Commissioner Chavez Seconded the motion and it passed by unanimous voice vote (8-0).

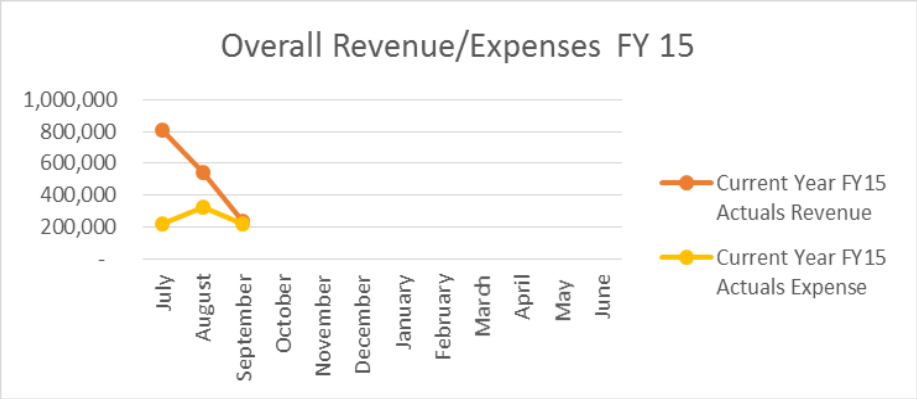
DISCUSSION ITEMS:

G. Discussion and Review of Ski Santa Fe Service Update

There was no report on this item. However, Mr. Mortillaro noted that the key entities involved needed to discuss this item further. He continued, stating that it did not look like service to Ski Santa Fe would happen this Ski season.

[This item was for discussion only. No action was required on this item.]

H. Financial Report for September 2014:



I. Finance Subcommittee Report:

There was no report.

J. Tribal Subcommittee Report:

There was no report.

K. Executive Report for September 2014 and Comments from the Executive Director:

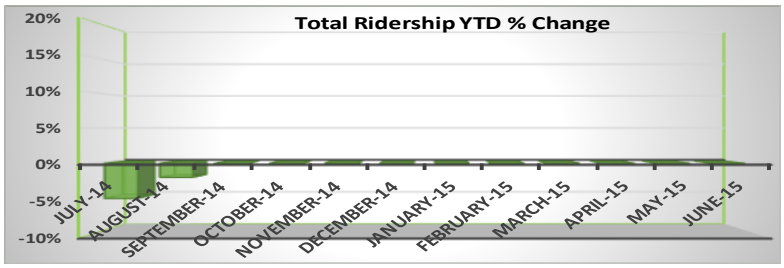
1) **Executive Report**
2) **Performance Measures for August 2014**
3) **Ridership Report for August 2014**

NCRTD Monthly Ridership Summary

August 1, 2014 thru August 31, 2014

Calendar Operating Days

	This Year
Jul-14	22
Aug-14	21
Sep-14	
Oct-14	
Nov-14	
Dec-14	
Jan-15	
Feb-15	
Mar-15	
Apr-15	
May-15	
Jun-15	



Monthly System Totals				Year to Date Totals			
	This Year	Last Year	% Change	This Year	Last Year	Difference	% Change
NCRTD Operated	17,419	17,934	**-3%**	34,834	35,438	-604	**-2%**
NCRTD Funded	32,876	31,690	**4%**	61,835	62,738	-903	**-1%**
All Systems Funded Total	50,295	49,624	**1%**	96,669	98,176	-1,507	**-2%**

Mr. Vigil made a motion to move into Executive closed session. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (8-0).

CLOSED SESSION

Executive session for the limited purposes of discussing threatened or pending litigation in which the NCRTD is or may become a participant.

1. **Delinquent Property Taxes Issue.**
2. **Limited Personnel Matters.**

L. Reconvene in Open Session: Possible action item(s) from closed session.

Mr. Vigil made a motion to reconvene into open session and stated that no action was taken during the Executive closed session. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (7-0).

MATTERS FROM THE BOARD

M. Request for Service to Jicarilla Apache Nation

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Mr. Mortillaro gave a brief overview on this item.

It was recommended that the item be moved to the meeting that would be held on November 7, 2014.

Commissioner Chavez made a motion directing staff to bring back the item on November 7, 2014. Councilor Ring seconded the motion and it passed by unanimous voice vote (7-0).

N. Request for Approval of the Chair to attend the 21st National Conference on Rural Public and Intercity Bus Transportation on October 26-29, 2014, Monterey, CA

Commissioner Barrone requested approval to attend the 21st National Conference on Rural Public and Intercity Bus Transportation on October 26-29, 2014 in Monterey, CA.

Mr. Vigil made a motion to approve Commissioner Barrone' s request. Mr. Bulthuis seconded the motion and it passed by unanimous voice vote (7-0).

MISCELLANEOUS

ADJOURN

The meeting was adjourned at 12:29 pm.

NEXT BOARD MEETING: November 7, 2014 at 9:00 a.m.